

PERSONNEL MOVEMENT AND MANAGEMENT PROGRAM (PMMP)

Purposes of PMMP

Improve succession and leadership planning by estimating turnover in senior positions and identifying and developing prospective candidates.

Stimulate the systematic personal development of individual employees in accordance with management's assessment of personal needs and to the extent feasible with the expressed interest of employees.

Increase the participation of Deputy Directors in the process of executive and personal development.

Conform to requirements of the Federal Guidelines for Executive Development by estimating turnover in executive positions; identifying and developing potential replacements; increasing their versatility by exposure to different kinds of experiences; and effectively utilizing training resources for personal development.

Process I. Development of Executives and Pre-Executives

<u>Products</u>	<u>Procedures</u>	<u>Suggested Scheduling</u>
EYES ONLY Executive Candidates Roster (EXEC) and Executive Developmental Training and Assignment Requirements List	Each career service to complete review of officers in the Grades GS-15 through GS-17 expected to leave the Agency during FY 1973-1976 and identify candidates GS-13 and above as potential replacements (ordinarily two or more prospects). To the extent practicable each career service to evaluate the positions GS-15 and above that will become vacant during FY 1973-1976 and to focus on the principal characteristics or requirements essential to effectiveness in each of these positions identified. Some of the career services may be required to estimate turnover and the need for replacements in one or more of the Grades GS-15 and above by total numbers, rather than by individual vacancies in such grades.	By end of November 1972.

Products

Procedures

Suggested Scheduling

Each career service to evaluate personal developmental needs of each EXEC candidate, taking into consideration (1) the special requirements of the position or positions concerned when applicable and (2) the desired developmental improvements or experiences specifically applicable to the individual concerned.

By end of November 1972.

[Within the Directorates of Plans and Science and Technology, the components may be called upon to do the initial work mentioned in the two paragraphs above.]

Each career service to forward EXEC Roster and EXEC Executive Developmental Requirements List to Deputy Director concerned.

By mid-December 1972.

Each Deputy Director to review materials with Heads of Career Services concerned.

By end of January 1973.

Each Deputy to forward Directorate Executive Development Program to ExDir-Compt. (with Deputy's comments).

By end of February 1973.

ExDir-Compt. to meet separately with each Deputy on his Executive Development Program.

By end of March 1973.

ExDir-Compt. to meet with Deputies as members of EMRB in discussion of Agency Executive Development Program.

By end of April 1973.

Process II. Personal Development of Employees
in Grades GS-11 through GS-14

Products

Procedures

Estimated Upward Movement in Grades GS-11 through

Each career service to complete review of turnover and cumulative promotional possibilities in

Products

GS-11; Developmental Assignments Requirements List for Personnel GS-11 through GS-14; and Developmental Training Requirements List for Personnel GS-11 through GS-14

Procedures

Grades GS-11 through GS-14 during FY 1973-1976. Each career service to review the promotional readiness of each individual careerist in Grades GS-11 through GS-14 to advance one or more times during FY 1973-1976. Each career service to compile information on promotional headroom available and promotional headroom needed in Grades GS-11 through GS-14 on PMMP Form 3.

Each career service to determine specific prospective assignments, rotations, details, orientations, and other kinds of job experiences within or without the career service that would be helpful, important, or essential in preparing each individual selected by the career service for one or more of these kinds of developmental actions. In specifying such actions for an employee, each career service to concentrate not only on the requirements of probable future assignments for the individual affected but also individual experience gaps. Each career service to summarize information on PMMP Form 4.

Each career service to identify and schedule, to the extent feasible, specific training experiences, both within and without career service, for each individual selected by the career service to receive training for developmental purposes. Each career service to summarize information on PMMP Form 5.

Each career service to forward narrative report to Deputy concerned on overall findings, problems and planned corrective actions, resulting from this process. (Not necessary to forward the details of assignment and training experiences planned for each individual.) Deputy Directors to discuss plans with Career Service or Office Heads. Career Service or Office Heads to provide both Developmental Requirements List to D/Pers and Developmental Training Requirements List to D/TR.